



FLOATING HOLIDAY POLICY

STATE OF DELAWARE FLOATING HOLIDAY POLICY January 1, 2011

Purpose

The purpose of this policy is to establish consistent practices across State agencies with the administering of floating holidays. A floating holiday provides employees a paid leave day taken at a time chosen by the employee, and subject to approval consistent with other types of leave.

Policy

Beginning each calendar year, employees on payroll as of December 31 shall receive two paid floating holidays that must be taken within the calendar year. Employees who work a 37.5 hour schedule shall be entitled to 7.5 hours for each floating holiday and employees who work a 40 hour schedule shall be entitled to 8.0 hours for each floating holiday. For permanent part time employees the floating holidays shall be prorated based on the percent of full-time hours.

Employees hired on or after January 1 shall receive the following number of floating holidays based on their hire date:

Hire Dates:	# of Floating Holidays employee will be entitled to for the remainder of the calendar year*:
January 1 – April 30	2 floating holidays for the remainder of the calendar year
May 1 – August 31	1 floating holiday for the remainder of the calendar year
September 1 –December 31	0 floating holidays
	*Employees shall automatically be entitled to two floating holidays on January 1 following their hire date.

1. It is recommended that floating holidays be used in whole day increments; partial day usage is at the agencies' discretion.
2. Floating holidays are pro-rated time for benefit-eligible, part-time employees.
3. Employees must submit a request in advance following the same procedures used by the agency for requesting leave.
4. Employees will not be paid for unused floating holidays when they separate from employment.
5. Unused floating holidays will not carry forward from one calendar year to the next. There are no exceptions to this rule.
6. Merit Rule 4.14 does not apply to floating holidays.
7. Floating holidays used to supplement short-term disability or worker's compensation will apply in whole day increments with no residual.
8. Floating holidays may not be donated to another employee.
9. Floating holidays are paid at straight time.

This policy is not intended to create any individual right or cause of action not already existing and recognized under state or federal law.